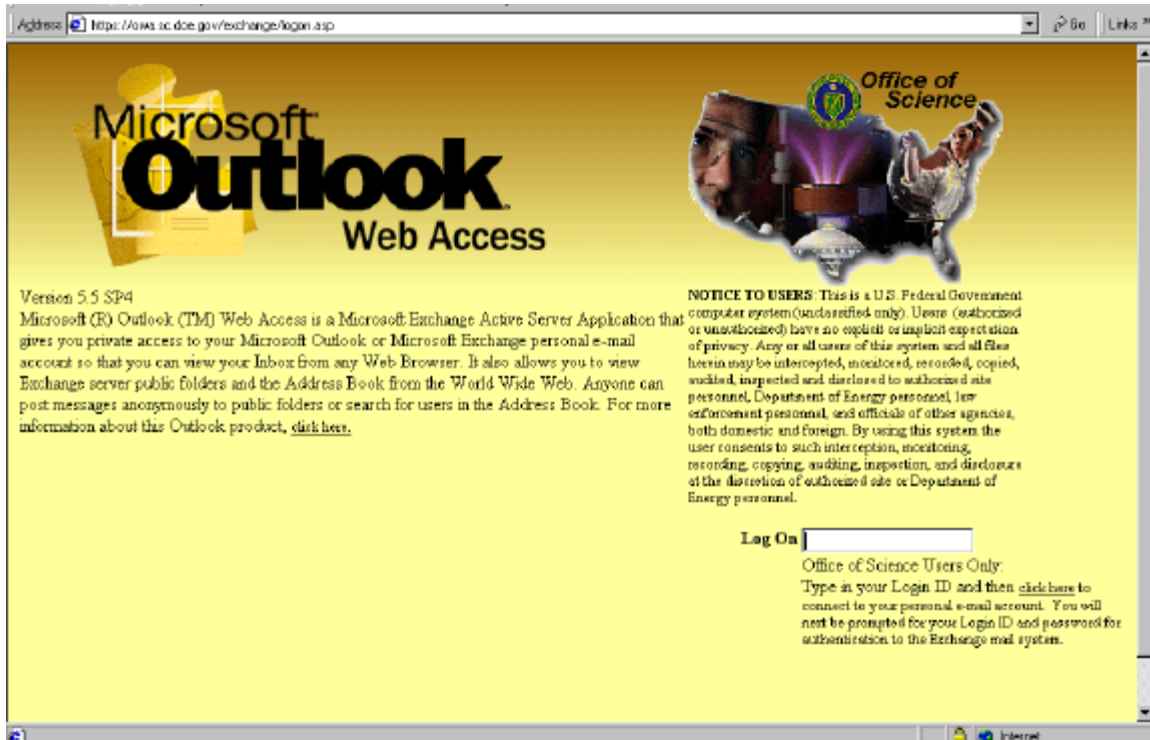
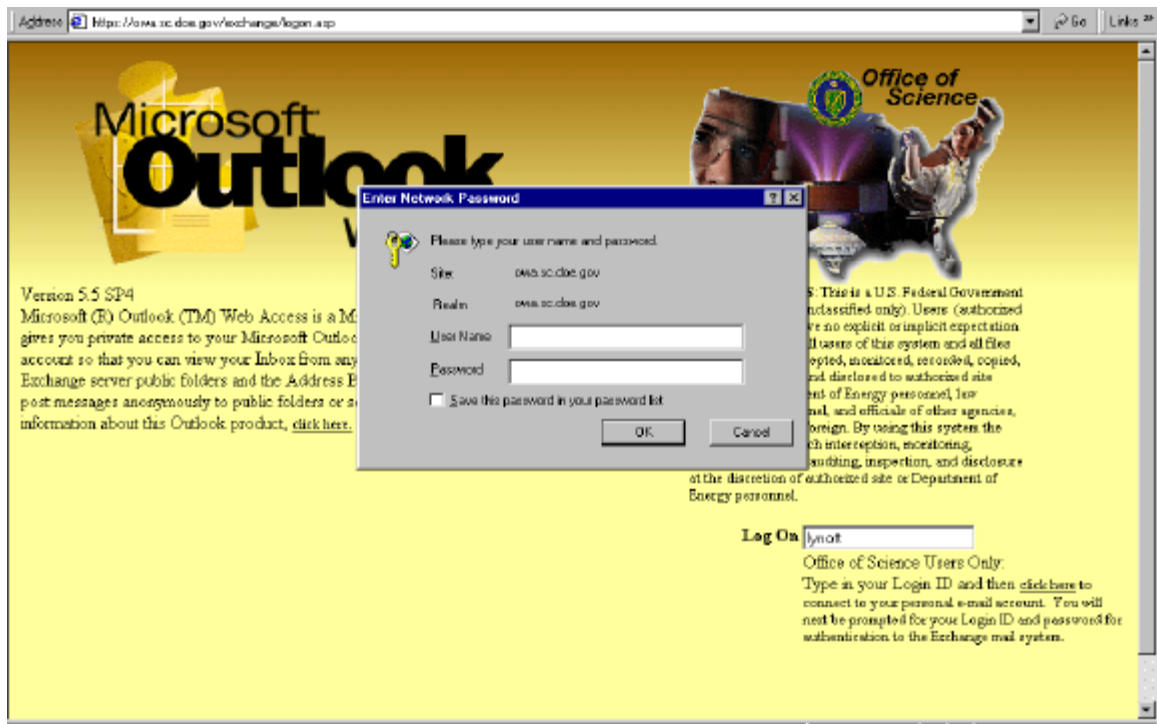


HOW TO: Log On to Outlook Web Access

1. Under the Address bar, Enter in the following: <https://owa.sc.doe.gov>
2. You should then see the Microsoft Outlook Web Access screen.



3. Under the Log On box: Insert the users last name and first name (separated with a comma without spaces) and click on the underlined "click here" to proceed.
4. A box should appear on the browser screen, requesting user name and password for authentication to Outlook Web Access, and, therefore, Exchange account. Insert the user name and password and click on OK.



5. A New web page should appear with the user's mailbox and email.